

# ***Ridgewood Farms Townhome Association Inc***

## **Breakdown of Dues Paid**

The Board of Directors has provided the below a summary of what benefits Ridgewood Farms Townhome homeowners receive from paying HOA dues assessments. The Ridgewood Farms Townhome Board of Directors encourages you to read the Covenants and Bylaws thoroughly. If you have any questions about the legal documents consult your attorney, the property management company, or Board members. It is the responsibility of the Ridgewood Farms Townhome Board of Directors to establish a budget to cover the expenses of the Association and prioritize/approve how funds are spent on the behalf of the HOA and its members.

<b>Dues Assessment:</b>	\$175 per quarter
<b>Due Date:</b>	January 1, April 1, July 1, October 1
<b>Late:</b>	11 <sup>th</sup> day after assessment post date
<b>Late Fee:</b>	The greater of \$20 or 10% of unpaid balance
<b>Dues Pay For:</b>	General Liability Insurance Directors and Officers Professional Property Management Exterior Maintenance Pest Control Landscaping Streetlights Dumpster Repair/Replacement
<b>HOA Manager:</b>	Brittney Bruin brittney@russellpm.com 252-329-7368

## ***Ridgewood Farms Townhome Association Inc***

106 Regency Blvd  
Greenville, NC 27834  
Phone: 252.329.7368 Fax: 252.355.9641  
[www.russellpm.com](http://www.russellpm.com)

### **Homeowners Association Information Sheet**

Property Address: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_

Spouse or Co-Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ (Home)

\_\_\_\_\_ (Work)

\_\_\_\_\_ (Cell)

Email Address: \_\_\_\_\_

It is very important that we receive this information from you for your benefit. This is general information needed by your homeowner's association and will be filed in your personal file in the **HOA Office** at Russell Property Management and your email will be used to invite you to the FrontSteps portal. You can email this form back to your manager rather than returning it via postal mail.

**PLEASE EMAIL, MAIL, OR FAX TO US ASAP!**  
**THANK YOU FOR YOUR TIME AND COOPERATION!**

***Russell Property Management, Inc.***

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Greenville, NC 27834

Phone: 252.329.7368 Fax: 252.355.9641

**Draft Authorization**

I, \_\_\_\_\_, hereby authorize Russell Property

Management to charge my monthly dues/rent to the following account:

\_\_\_\_\_

\_\_\_\_\_  
(Address for unit)

\_\_\_\_\_  
(Mailing address, if different from Unit)

\_\_\_\_\_  
Draft Payable to (HOA name)

\_\_\_\_\_  
Date of First Draft

\_\_\_\_\_  
Amount to be drafted each month

Please note:

- \* If HOA dues are increased, your draft will automatically be increased
- \*\* HOA dues will be drafted approximately 5 Days before the associations late day.
- \*\*\* There is a \$1 fee per draft for this service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Bank Name: \_\_\_\_\_

Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

**PLEASE ATTACH OR EMAIL IN A PICTURE OF A VOIDED CHECK**